

**STATE OF UTAH**  
**DEPARTMENT OF HUMAN SERVICES**  
**DIVISION OF CHILD AND FAMILY SERVICES (DCFS)**

**Caseworker I: Entry pay - \$13.62**  
**Social Service Worker: Entry pay - \$15.17**

**A sample of tasks performed by a Caseworker I or Social Service Worker:**

- ◆ Perform field investigations of abuse and neglect referrals.
- ◆ Develop appropriate treatment plans to help parents recognize and strengthen their ability to provide acceptable care and protection for their children and to promote improved social functioning.
- ◆ File petitions with the court, provide and present written and oral recommendations to the court and may testify on treatment cases.
- ◆ Place children needing care out of home in appropriate substitute care programs, including foster homes, shelter care, group care or independent living situations.
- ◆ Monitor out of home placements and ensure that foster children receive adequate health care.
- ◆ Caseworker I positions are closely supervised and receive specific training. A Social Service Worker License in the State of Utah must be obtained before assuming sole responsibility for any direct casework services.

**Qualifications for Caseworker I:**

- Applicants must have a Bachelor's degree in social work, family and human development, psychology, sociology, or criminal justice and must pass the multiple-choice HSW Test for placement on the hiring register.
- **All applications for State jobs must be submitted via the Utah Job Match system, the statewide online application system. (See the flyer about applying to the Utah Job Match on-line system.)**

**Information about the HSW Test:**

- ◆ The HSW test consists of 71 situational questions with multiple-choice answers. There is no study guide available. The test is a two-hour timed test, and is administered on a continual basis. There is no cost to take the test.
- ◆ Applicants MUST pass the exam with a score of 70 or better. If you score below 70 on your first attempt, you may re-test. If on your second attempt you score below 70, you must wait three months before re-testing.
- ◆ Applicants who pass the HSW test will be placed on the Caseworker I hiring register in score ranking order for duration of six months.
- ◆ Interviews are conducted from the hiring register as there are vacancies. Questions regarding this process may be directed to: Nancy D. Battochio at (801) 538-4022.
- ◆ If you meet the qualifications for any of these positions in this brochure, please apply online to the position announcement.

**Qualifications for Social Service Worker:**

- Licensure as a Social Service Worker in the State of Utah. Individuals with an SSW License are not required to take the Human Service (HSW) test.
- **All applications for State jobs must be submitted via the Utah Job Match system, the statewide online application system. (See the flyer about applying to the Utah Job Match on-line system.)**

Questions regarding application for licensure to practice Social Service Work in the State of Utah should be referred to:

THE DEPARTMENT OF COMMERCE  
Division of Occupational & Professional Licensing  
160 East 300 South 4<sup>th</sup> Floor  
Salt Lake City Utah  
(801) 530-6628